

## **Exhibit T**

# **SLAAA Grievance Procedure**

## EXHIBIT T

### SLAAA GRIEVANCE PROCEDURE

#### GRIEVANCE/APPEAL

The St. Louis Area Agency on Aging will provide an opportunity for an appeal to any applicant and/or service provider whose application to provide services is denied, or whose grant or contract is terminated or is not renewed except as provided in 45 CFR Part 74 Subpart M. 45 CFR Part 74 Subpart M refers to "termination for cause" and "termination on other grounds." "Termination for cause" is defined as terminating any grant in whole, or in part, at any time before the date of expiration, whenever it has determined that the grantee has materially failed to comply with the terms of the grant. "Termination on other grounds" is defined as termination by the granting agency with the consent of the grantee, and termination by the grantee.

#### **A. Grievance Procedures for Service Participants**

1. All SLAAA-funded service providers must have a written grievance procedure which informs service recipients that they have a right to file a written grievance when they are dissatisfied with services, denied services, or claim staff misconduct.

If the grievance is received by the St. Louis Area Agency on Aging, it shall be referred to the contracting agency.

The contracting agency, after rendering a decision, shall report the results of the decision within ten (10) working days to the service recipient and the Program Manager of the St. Louis Area Agency on Aging, if the grievance was originally received by the St. Louis Area Agency on Aging.

2. If, after attempting to resolve the grievance at the service provider level, the service recipient is not satisfied with the results, he/she may submit a letter of appeal to the St. Louis Area Agency on Aging specifically outlining the grievance and the remedy sought. All grievances should be documented as fully as possible.
3. Within fifteen (15) working days after receipt of the appeal, the Program Manager of the St. Louis Area Agency on Aging shall convene a hearing with the grieving party and the contracting agency to discuss the matter outlined in the appeal letter. The Program Manager of the St. Louis Area Agency on Aging, as presiding officer, shall conduct a fair hearing, avoid delays, maintain order, regulate the course of the hearing, regulate the participation and conduct of the parties and others at the hearing, rule on procedural matters, and question all persons presenting information.
4. The Program Manager of the St. Louis Area Agency on Aging shall issue a final written decision, via regular mail, within ten (10) working days of the hearing.

## **B. Service Provider/Applicant Agency Grievances**

1. The Service Provider Agency shall have the right to appeal a decision to terminate or not renew an existing contract. An Applicant Agency may appeal a decision to reject its bid for services.
  - a. The Service Provider/Applicant Agency must file a written request with the Executive Board of the St. Louis Area Agency on Aging Advisory Council within seven (7) working days following its receipt of notice of action, which is being appealed. If the Service Provider/Applicant Agency does not file a written request within seven (7) working days, the decision will be final.
  - b. Within fifteen (15) working days after receipt of an appeal, the Executive Board of the St. Louis Area Agency on Aging Advisory Council shall convene a hearing with the grieving agency and the Director of Human Services to discuss the appeal. The Executive Board of the SLAAA Advisory Council shall conduct a fair hearing, avoid delays, maintain order, regulate the course of the hearing, regulate the participation and conduct of the parties and others at the hearing, rule on procedural matters, and question all persons presenting information.
  - c. The Executive Board of the SLAAA Advisory Council shall make a recommendation to the Director of Human Services, who shall issue a final written decision, via regular mail, within ten (10) working days of the hearing.
  - d. If the Service Provider/Applicant Agency is dissatisfied with the decision of the Director of Human Services, a letter of appeal, specifically outlining the grievance and the remedy sought, may be sent to the MO Dept of Health & Senior Services.
2. The Service Provider Agency shall have the right to appeal a decision to withhold funding and reimbursement for services reported.
  - a. The Service Provider Agency must file a written request with the SLAAA Program Manager within seven (7) working days following its receipt of notice of action, which is being appealed. If the Service Provider does not file a written request with the Program Manager within seven (7) working days, the decision will be final
  - b. Within fifteen (15) working days after receipt of an appeal, the SLAAA Program Manager shall convene a hearing with the grieving agency and the Director of Human Services to discuss the appeal. The Director shall conduct a fair hearing, avoid delays, maintain order, regulate the course of the hearing, regulate the participation and conduct of the parties and others at the hearing, rule on procedural matters and question all persons presenting information.
  - c. The Director of the Department of Human Services shall issue a final written decision, via regular mail, within ten (10) working days of the hearing.
  - d. If the Service Provider is dissatisfied with the decision of the Director of Human Services, a letter of appeal, specifically outlining the grievance and the remedy sought, may be sent to the Missouri Dept of Health & Senior Services.

## **Exhibit U**

### **SLAAA Holiday Schedule**

## Exhibit U

### SLAAA Holiday Schedule

SLAAA nutrition sites will observe the following holidays for FY 2016. These are officially recognized as holidays for the entire network and will be observed and publicized as such for the purpose of scheduling events, meetings, training, monitoring, menus, etc. (H) signifies when SLAAA Offices will be closed.

**There are 250 possible serving days in this contract period.**

HOLIDAY	DATE	DAY	SLAAA
	<b>FY 2016</b>		
Independence Day (observed)	July 3, 2015	FRI	H
Labor Day	September 7, 2015	MON	H
Columbus Day	October 12, 2015	MON	
Veterans Day (Observed)	November 11, 2015	WED	H
Thanksgiving Day	November 26, 2015	THU	H
Day After Thanksgiving	November 27, 2015	FRI	H
Christmas Eve Day	December 24, 2015	THU	
Christmas Day	December 25, 2015	FRI	H
New Years Day	January 1, 2016	FRI	H
Dr. Martin Luther King Day	January 18, 2016	MON	H
Presidents' Day	February 15, 2016	MON	H
Good Friday	March 25, 2016	FRI	
Memorial Day	May 30, 2016	MON	H

I acknowledge the holiday information provided.

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Signature

Date

## **Exhibit V**

### **Caterer Estimated Meal Delivery**

## EXHIBIT V

### CATERER – ESTIMATED MEAL DELIVERY

**Daily Meal Delivery** (M-F)  
(Jul 1- Oct 31) 87 Serving Days

Catered Senior Centers	Address	Zip Code	YTD Daily 'Home Delivered' Meal Count	YTD Daily 'Congregate' Meal Count
Wesley House	4507 Lee Ave	63115	340	13
Northside Community Center	4120 Maffitt Ave	63113	310	10
Robert Fulton	5521 Wells	63112	309	<25>
Five Star Senior Center	2832 Arsenal St	63118	288	30
City Seniors, Inc	4705 Ridgewood Ave	63116	198	21
Father Tolton Sr Center	1018 Baden	63147	94	14
St. Louis Activity Center	5602 Arsenal St	63139	86	23
Grace Hill Settlement House	7925 Minnesota Ave	63111	NO HDM	17
Total Daily Site Count			1,625	151
Total All Meal Categories YTD			149,384	13,874
Total Unduplicated Clients YTD			2,206	907

#### Non-Catered Sites

BIAS - Macklind Center	1329 Macklind Ave	63110	NO HDM	14
Southside Senior Center	3017 Park Ave	63104	NO HDM	10

## **Exhibit W**

### **Sample Menu Meal Pattern Nutrient Analysis**



## EXHIBIT W

### SAMPLE MENU/ MEAL PATTERN & NUTRIENT ANALYSIS



The information provided in this exhibit complies with Menu Planning Guidelines issued to the Area Agencies on Aging, by the MO Department of Health and Senior Services, effective July 1, 2012.

These are minimum requirements and provide flexibility for serving meals with higher values.


The SLAAA Nutrition Coordinator will work with the Contractor to ensure high quality, nutritious meals are produced.

- W-1**    **Sample Menu (one month)**
- W-2**    ***Sample of a Full Quarter Menu (three months)***
- W-3**    **Meal Pattern**
- W-4**    **Nutrient Analysis**

# Menu November 2014


MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1) Labor Day Centers closed 	2) Sweet and Sour pork parsley rice brussels sprouts wheat bread pineapple tidbits/fruit jc. 1% milk	3) Bean burritos w meat sauce /shredded lettuce/tomato California mix vegetable Mexican corn fresh orange 1% milk/ mild sauce	4) Deli turkey plate w potato salad (LF) three bean salad fruit juice 1sl. white bread 1% milk 3-Sect. tray C.	5) Baked fish fillet macaroni and cheese(LF) steamed peas & carrots tossed salad/drsg. wheat bread/ fresh pear 1% milk C
8) Chicken stir fry /w stir fry vegetable(1/2 c.) rice/ fruit juice 3 pkg. wheat unsalt crackers mandarin oranges 1% milk	9) Hamburger/wheat bun mixed vegetables oven brown potatoes lettuce/pickle/onion cn. peaches 1% milk C.	10) Ham and beans lyonnaise carrots (1 c.) corn bread margarine fruit bar/ fruit juice 1% milk 2 sect. tray	11) Roast beef/gravy red wedge potato broccoli-cauliflower mix 1-sl. white bread tropical fruit / oatmeal cookie 1% milk	12) Turkey tetrazzini cauliflower wheat fresh apple 1% milk t. tray
15) Pork riblette/BBQ sauce hot German potato salad green beans wheat bun applesauce 1% milk	16) Deli plate - LF-1oz cheese turkey, & rst. Beef on 2 sl. wheat bread/ fruit juice tossed salad/ dressing cn. pineapples 1% milk C	17) Salisbury steak/ gravy garlic mashed potatoes carrots white bread/ fruit bar fresh apple 1% milk	18) Chicken & dumplings Spinach w onions (1 c.) oatmeal cookie fresh orange 1% milk 2 Sect. tray	19) Meatloaf/ Gravy mashed potatoes broccoli w onion 1 sl. white bread apple crisp 1% milk
22) Hot roast turkey & gravy sweet potatoes brussels spouts large white bread/margarine chilled cn.pears graham crackers/ 1% milk	23) Beef macaroni casserole parsley carrots 1c. Wheat bread/ margarine cold cinnamon spiced apples 1% milk 2 sect. tray	24) Turkey sausage parsley mashed potatoes sweet and sour cabbage wheat bun ambrosia fruit salad (LF) 1% milk C	25) Baked pork chop parsley noodles/fruit juice brussels sprouts wheat roll/margarine banana 1% milk	26) Deli chicken sandwich 2 sl. wheat bread/ coleslaw tossed salad w dressing orange mayo/ mustard 1% milk
29) Spaghetti /meat sauce summer mixed vegetables carrot raisin salad wheat bread fresh pear 1% milk	30) Deli Turkey sandwich wheat bun/ three bean salad LF potato salad banana mayo/ mustard 1% milk			


Alert: if you are on a special diet, note that the majority of the food items on the menu are made from scratch and the menu items have been modified to provide less fat, sugar, and sodium which is in compliance with the dietary State requirements

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
c= condiments Send usual condiments that would normally be used w the various foods.	1) Deli turkey plate w potato salad (LF) three bean salad tropical fruit mix 2 sl. whole wheat bread 1 % milk 3-Sect. tray C.	2) Salisbury steak/ gravy garlic mashed potatoes carrots white bread/ oatmeal bar fresh apple 1% milk	3) BBQ Pulled pork* baked beans coleslaw (LF) whole wheat bun Holiday cake/fruit juice 1 % milk 2-sect. tray	4) HAPPY INDEPENDENCE DAY Centers Closed
7) Chicken stir fry /w stir fry vegetable(1/2 c.) rice/ fruit juice 3 pkg. wheat unsalt crackers mandarin oranges 1 % milk	8) Hamburger/wheat bun mixed vegetables oven brown potatoes lettuce/pickle/onion cn. peaches 1% milk C.	9) Ham and beans lyonnaise carrots (1 c.) corn bread margarine fruit bar/ fruit juice 1% milk 2 sect. tray	10) Turkey tetrazzini cauliflower pea mix (1 c.) wheat bread fresh apple 1% milk 2 sect. tray	11) Baked pork chop parsley noodles brussels sprouts wheat roll/margarine banana/ fruit juice 1% milk
14) Pork riblette/BBQ sauce hot German potato salad green beans wheat bun applesauce 1% milk	15) Deli plate - 1oz cheese turkey, & rst. Beef on 2 sl. wheat bread/ fruit juice tossed salad/ dressing cn. pineapples 1% milk C.	16) Meatloaf/ Gravy mashed potatoes broccoli w onion 1 sl. white bread apple crisp 1% milk	17) Bean burritos w meat sauce/shred. lettuce/tomato California mix vegetable Mexican corn fresh orange/ sauce 1% milk / mild sauce	18) Baked fish fillet macaroni and cheese(LF) steamed peas & carrots tossed salad/drsg. wheat bread/ fresh pear 1% milk C
21) Hot roast turkey & gravy sweet potatoes brussels spouts white bread/margarine chilled cn.pears graham crackers/ 1% milk	22) Beef macaroni casserole parsley carrots 1c. Wheat bread/ margarine cold cinnamon spiced apples fruit juice 1% milk 2 sect. tray	23) Turkey sausage parsley mashed potatoes sauerkraut wheat bun ambrosia fruit salad (LF) 1% milk C	24) Roast beef/gravy red wedge potato broccoli-cauliflower mix 1-sl. white bread /fruit bar tropical fruit 1% milk	25) Deli chicken sandwich 2 sl. wheat bread/ coleslaw tossed salad w dressing banana mayo/ mustard 1% milk
28) Spaghetti /meat sauce summer mix vegetables carrot raisin salad wheat bread fresh pear 1% milk	29) Red beans rice turkey sausage casserole Mexican corn (1-c.) corn bread/margarine fruit cocktail 1% milk 2 Sect. tray	30) Chicken & dumplings broccoli (1 c.) oatmeal cookie fresh orange 1% milk 2 Sect. tray	31) Sloppy Joe on wheat bun cream-whole kernel corn broccoli-cauliflower mix banana 1% milk	

**Alert: if you are on a special diet, note that the majority of the food items on the menu are made from scratch and the menu items have been modified to provide less fat,sugar and sodium which is in compliance with the dietary State requirements.**



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
c= condiments Send usual condiments that would normally be used w the various foods.				1) BBQ Pulled pork mashed potatoes brussels sprouts whole wheat bun pineapple tidbits 1 % milk
4) Turkey tetrazzini cauliflower-pea mix (1 c.) wheat bread fresh apple 1% milk 2 sect. tray	5) Hamburger/wheat bun mixed vegetables oven brown potatoes lettuce/pickle/onion cn. peaches 1% milk C.	6) Ham and beans lynonnise carrots (1 c.) corn bread margarine fruit bar/ fruit juice 1% milk 2 sect. tray	7) Chicken stir fry /w stir fry vegetable(1/2 c.) rice/ fruit juice 3 pkg. wheat unsalt crackers mandarin oranges 1 % milk	8) Baked pork chop parsley noodles brussels sprouts wheat roll/margarine banana / fruit juice 1% milk
11) Pork riblette/BBQ sauce hot German potato salad green beans wheat bun applesauce 1% milk	12) Deli plate - 1oz cheese turkey, & rst. Beef on 2 sl. wheat bread/ fruit juice tossed salad/ dressing cn. pineapples 1% milk C	13) Meatloaf/ Gravy mashed potatoes broccoli w onion 1 sl. white bread apple crisp 1% milk	14) Bean burritos w meat sauce/shredded lettuce & tomato California mix vegetable Mexican corn fresh orange 1% milk / mild sauce	15) Baked fish fillet macaroni and cheese(LF) steamed peas & carrots tossed salad/drsg. wheat bread/ fresh pear 1% milk C
18) Hot roast turkey & gravy sweet potatoes brussels spouts large white bread/margarine tropical fruit graham crackers/ 1% milk	19) Beef macaroni casserole parsley carrots 1c. Wheat bread/ margarine cold cinnamon spiced apples 1% milk 2 sect. tray	20) Turkey sausage parsley mashed potatoes sauerkraut wheat bun ambrosia fruit salad (LF) 1% milk C	21) Roast beef/gravy red wedge potato broccoli-cauliflower mix 1-sl. white bread/ fruit bar cn. Pears 1% milk	22) Deli chicken sandwich 2 sl. wheat bread/ coleslaw tossed salad w dressing banana mayo/ mustard 1% milk
25) Spaghettini /meat sauce summer mix vegetables carrot raisin salad wheat bread fresh pear 1% milk	26) Red beans rice turkey sausage casserole Mexican corn corn bread/margarine fruit cocktail 1% milk 2 Sect. tray	27) Chicken & dumplings broccoli (1 c.) oatmeal cookie fresh orange 1% milk 2 Sect. tray	28) Salisbury steak/LF gravy garlic mashed potatoes carrots white bread/ fruit bar fresh apple 1% milk	29) BBQ Riblett baked beans coleslaw (LF) whole wheat bun blueberry muffin/fruit jc. 1% milk
<b>Alert: if you are on a special diet, note that the majority of the food items on the menu are made from scratch and the menu items have been modified to provide less fat,sugar and sodium which is in compliance with the Dietary State requirements.</b>				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1) Labor Day Centers closed 	2) Sweet and Sour pork parsley rice brussels sprouts wheat bread pineapple tidbits/fruit jc. 1% milk	3) Bean burritos w meat sauce /shredded lettuce/tomato California mix vegetable Mexican corn fresh orange 1% milk/ mild sauce	4) Deli turkey plate w potato salad (LF) three bean salad fruit juice 1sl. white bread 1% milk 3-Sect. tray C.	5) Baked fish fillet macaroni and cheese(LF) steamed peas & carrots tossed salad/drsg. wheat bread/ fresh pear 1% milk C
8) Chicken stir fry /w stir fry vegetable(1/2 c.) rice/ fruit juice 3 pkg. wheat unsalt crackers mandarin oranges 1% milk	9) Hamburger/wheat bun mixed vegetables oven brown potatoes lettuce/pickle/onion cn. peaches 1% milk C.	10) Ham and beans lyonnaise carrots (1 c.) corn bread margarine fruit bar/ fruit juice 1% milk 2 sect. tray	11) Roast beef/gravy red wedge potato broccoli-cauliflower mix 1-sl. white bread tropical fruit / oatmeal cookie 1% milk	12) Turkey tetrazzini cauliflower pea mix (1 c.) wheat bread fresh apple 1% milk 2 sect. tray
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22) Hot roast turkey & gravy sweet potatoes brussels spouts large white bread/margarine chilled cn.pears graham crackers/ 1% milk	23) Beef macaroni casserole parsley carrots 1c. Wheat bread/ margarine cold cinnamon spiced apples 1% milk 2 sect. tray	24) Turkey sausage parsley mashed potatoes sweet and sour cabbage wheat bun ambrosia fruit salad (LF) 1% milk C	25) Baked pork chop parsley noodles/fruit juice brussels sprouts wheat roll/margarine banana 1% milk	26) Deli chicken sandwich 2 sl. wheat bread/ coleslaw tossed salad w dressing orange mayo/ mustard 1% milk
29) Spaghetti /meat sauce summer mixed vegetables carrot raisin salad wheat bread fresh pear 1% milk	30) Deli Turkey sandwich wheat bun/ three bean salad LF potato salad banana mayo/ mustard 1% milk			
<b>Alert: if you are on a special diet, note that the majority of the food items on the menu are made from scratch and the menu items have been modified to provide less fat, sugar, and sodium which is in compliance with the dietary State requirements</b>				

## EXHIBIT W 2

### MEAL PATTERN

#### MEAL PATTERN

The method for assuring menus meet 1/3 Dietary Reference Intakes (DRIs) standards will be by computer-assisted analysis and/or comply with the set meal pattern. Meal pattern is based on the 2010 Dietary Guidelines for Americans (DGAs), USDA Food Patterns. The amounts are based on a 2,000 to 2200 calorie food pattern.

Food Group	Amounts per Meal
<b>Fruits</b>	1/2- 2/3 cup
<b>Vegetables</b>	3/4 to 1 cup
Dark-green vegetables	
Red and orange vegetables	
Beans and peas (legumes)	
Starchy vegetables	
Other vegetables	
<b>Grains</b>	2 ounces
Whole grains	At least one per meal
Enriched grains	
<b>Protein foods</b>	2-3 ounces
Seafood	
Meat, poultry, eggs	
Nuts, seeds, soy products	
<b>Milk and Milk Products</b>	1 cup
<b>Oils (Optional)</b>	1-2 teaspoons



## EXHIBIT W 3

### NUTRIENT ANALYSIS

#### NUTRIENT ANALYSIS

The DHSS Menu Guidelines incorporate the key recommendations of the 2010 Dietary Guidelines for Americans, in addition to meeting the requirements of the Dietary Reference Intake (DRI) values mandated in the Older Americans Act.

The table below represents the most current DRI nutrient values to be used when planning and evaluating meals. Values are provided for one meal a day utilizing the DRI values obtained by the USDA FNIC<sup>4</sup> requirements for a sedentary activity level 70 year old male, 5'10" tall weighing 165 pounds. The nutrients values are based on 2149 calories per day.

Menus that are documented as meeting the nutrient requirements through nutrient analysis software must provide the following:

Nutrient <sup>5</sup>	Value Per Meal
Calories (Kcal)	716 with no meal less than 600 averaged over one week
Protein	15% of total calories Target value 27 grams/meal
Fat	30% of total calories Target Value 24 grams/meal
Carbohydrate	55% of total calories Target Value 98.5 grams/meal
Vitamin A (mcg)	300 mcg
Vitamin C (mg)	30 mg
Vitamin B6 (mg)	0.57 mg
Vitamin B12 (mcg)	0.8 mcg
Vitamin D	5 mcg
Calcium (mg)	400 mg
Magnesium (mg)	140 mg
Zinc (mg)	3.7 mg
Sodium (mg)	800 mg <sup>6</sup>
Fiber (grams)	7-9 grams
Potassium	1567 mg

**PLEASE NOTE THESE ARE MINIMUM REQUIREMENTS AND PROVIDE FLEXIBILITY FOR AREA AGENCIES TO INCLUDE IN CONTRACTS FOR PROVIDERS TO SERVE MEALS WITH HIGHER VALUES.**

## **Exhibit Y**

# **St. Louis Domestic Procurement Form**



# ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

**Section One.** Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: "Each solicitation to bid and the method of describing the items to bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid."

**Section Two.** The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

**Section Three.** The certificate required by this section shall specify the nature of the contract, the product being purchased or leased the names and addresses of the United States manufacturers and producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

**Section Four.** No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

**Section Five.** Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

**Section Six.** Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts in section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

## Interpretations and Guidelines

**Section One:** "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

**Section Two (i)** This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

**(iii)** When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

**Section Three:** "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

**Section Four:** The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the city awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation where by the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

**CERTIFICATION FORM**  
**ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT**  
**(BUY AMERICAN)**

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

Bid received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

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**CERTIFICATION**

If all the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete at the bottom of this form.

☐

**SECTION SIX CERTIFICATION**

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States," and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

Items Number(s)	Location Where Item Manufactured, Assembled or Produced
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

☐

**SECTION SIX DOCUMENTATION**

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

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**DEFINITIONS**

**MANUFACTURED** - to make or process a raw material into a finished product; create, or to produce or to turn-out in a mechanical manner.  
**ASSEMBLED** - to fit or join together the parts in a manufacturing environment.  
**PRODUCED** - create by manual or physical effort, to make or yield the customary product or products.

**MUST BE COMPLETED AND SIGNED**

I hereby certify that the above information is true and correct and further certify that this statement complies with all provisions of Section 5.58.010 Revised Code of the City of St. Louis, 1985, as amended.

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BY:** \_\_\_\_\_

(SIGNATURE and TITLE)